



**CHEDDI JAGAN INTERNATIONAL AIRPORT
CORPORATION**

Expression of Interest (EoI)

FOR PROVISION OF

**INSURANCE BROKER
SERVICES**

March 2019

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PART 1

GENERAL TERMS

1. 1. BACKGROUND

The Cheddi Jagan International Airport Corporation (CJIAC) was established on October 5, 2001 by an amendment to the Public Corporations Act (1988) with the mandate to administer, operate, maintain and develop the Cheddi Jagan International Airport. It is responsible for all non-regulatory functions of the Cheddi Jagan International Airport.

The first airport facilities at the location were established in 1941 and named the Atkinson Aerodrome; after Maj. Eric Atkinson, the first commandant of the air base. In 1945, the airport was made a commercial one. In 1965 and 1968 additions were made to the airport facilities and on May 1, 1969 the Atkinson Aerodrome was renamed the Timehri International Airport. Timehri is a Carib word for rock motifs located deep in the Guyana hinterland and pre-dating the arrival of Europeans in the New World. The legal regulations for the airport were established under Chapter 52:01 of the Laws of Guyana.

2.0 OBJECTIVE OF THIS REQUEST FOR EXPRESSION OF INTEREST (EoI)

CJIAC is seeking submissions of Expressions of Interest (EOI) from qualified Insurance Brokers who will be appointed to represent the Corporation in the insurance market place. The Expressions of Interest will be used for the purpose of pre-qualifying appropriate firms to respond to an upcoming Request for Proposal (RFP) to undertake these services.

Such services and required coverage include but is not limited to;

- i. Property insurance for buildings, contents and mobile equipment
- ii. Airport Liability
- iii. Vehicle Insurance

3.0 SCOPE OF WORK (FOR SUBSEQUENT RFP) GENERAL REQUIREMENTS

The selected Insurance Broker will be required to:

- i. Provide expertise and make recommendations with respect to insurers, existing coverage, premiums, exposures, terms and conditions, and limits.
- ii. Act as a broker for marketing and placement of new and renewal insurance policies.
- iii. Issue timely policies and endorsements from insurers.

- iv. Review insurance policy wordings to determine compliance with agreed upon terms and conditions.
- v. Facilitate all claims with insurance companies and assist in advocating for the Corporation on any disputed or problem claim.
- vi. Provide insurance expertise, evaluation of market options and make recommendation with respect to any options.
- vii. Provide advice with respect to insurance coverage for special circumstances and if required, procure any required policies in a timely manner.

2. DEFINITIONS

In this Invitation Expression of Interest, unless a contrary intention is apparent:

2.1 The Corporation means the **Cheddi Jagan International Airport Corporation (CJIAC)** and shall include the administrators and assigns as specified in Section 3.

2.2 Qualified Insurance Brokers mean licensed advisers, working on behalf of their clients to provide professional advice on which insurance policies and products best suit their specific needs.

2.3 Expression of Interest (EoI) means a document lodged by qualified Insurance Brokers in response to this invitation containing a proposal to insurance broker services to the Cheddi Jagan International Airport Corporation.

2.4 Expression of Interest (EoI) Process means the process commenced by the issuing of an Invitation for EoIs and concluding upon formal announcement by the Corporation of the selection of a successful insurance broker.

2.5 Eligibility Criteria means those criteria set out in Section 3 of the EoI.

3. GOALS OF THIS EXPRESSION

The objective of this EoI is to solicit proposals from qualified Insurance Brokers to ensure CJIAC is adequately protected from any liabilities. The selected Broker will provide services as identified in subsequent RFP for a three (3) year period intended to commence on August 1, 2019 with two (2) additional one (1) year extension options.

4. EoI ISSUING AUTHORITY

This **Expression of Interest (EoI)** is issued by the Cheddi Jagan International Airport Corporation, intended to solicit proposals for the Provision of Insurance Broker Services. The Corporation's decision with regard to selecting an Insurance Broker through this EoI shall be final and the Corporation reserves the right to reject any or all proposals which do not meet the pre-qualification criteria.

The qualified Insurance Broker shall be required to enter into contractual arrangements with the Cheddi Jagan International Airport Corporation; and shall be obliged to establish compliance with the Guyana Revenue Authority (GRA).

5. BASIC INFORMATION

ITEM	DESCRIPTION
Project Title	Provision of Insurance Broker Services for CJIAC
Project Initiator Details	
Organisation	Cheddi Jagan International Airport Corporation
Contact Person	Ishwari Glasgow Head, CEO Secretariat Tel: 261-3071 Email: iglasgow@cjairport-gy.com

Contact Person (Alternate)	Ramesh Ghir Chief Executive Officer Tel: 261-2244 Email: rghir@cjairport-gy.com
Corporation's Contact Details	Cheddi Jagan International Airport Corporation Timehri, East Bank Demerara Tel: 261-0275 Website: www.cjairport-gy.com

6. CALENDAR OF EVENTS, MILESTONES AND TIMELINES

The following table enlists important milestones and timelines for completion of bidding activities.

Milestone	Date & Time
Release of Expression of Interest	Wednesday, March 27, 2019
Last date for submission of queries by Insurance Brokers	Friday, April 19, 2019
Date for submission of EoI	Friday, May 3, 2019 @ 1:00pm

7. AVAILABILITY OF EOI DOCUMENTS

EoI can be downloaded from the CJIAC website. The qualified Insurance Brokers are expected to examine all instructions, forms and terms and other details in the EoI documents. Failure to furnish complete information as mentioned in the EoI documents or submission of a proposal not substantially responsive to the EoI

documents in every respect will be at the Insurance Brokers' risk and may result in rejection of a proposal.

8. VENUE AND DEADLINE FOR SUBMISSION OF PROPOSALS

Proposals, in its complete form in all respects as specified in the EoI, must be delivered to the address below on or before 13:00 hours on Friday, May 3, 2019.

All bids will be opened in the presence of the Brokers' representatives:

Cheddi Jagan International Airport Corporation
Timehri
East Bank Demerara
Guyana

PART 2

**DETAILS AND SCOPE OF
SERVICES**

1. ENQUIRES AND ADDENDUMS

All enquiries, document clarification of any discrepancies, deficiencies, or errors shall be by written request via email to iglasgow@cjairport-gy.com by the deadline Friday April 19, 2019.

All enquiries will be responded to via email. It is the Brokers sole responsibility to ensure all notifications, addenda and additional information is obtained. Information obtained from any other source is not official and should not be relied upon.

2. EVALUATION AND SHORTLISTED BROKERS SELECTION

By responding to this EoI, Brokers will be deemed to have agreed that the decision of the evaluation team will be final and binding. It is the Brokers responsibility to ensure that their submitted proposal addresses all evaluation criteria to receive full consideration.

Based on the evaluation, the Corporation will shortlist qualified Brokers.

Subsequent to the identification of the shortlisted Brokers, the Corporation will either issue an RFP to shortlisted Brokers with the intent of soliciting proposals for the Service or enter into direct contract negotiation with preferred shortlisted Brokers.

3. NO OBLIGATION TO PROCEED

The Corporation is under no obligation to proceed to issue an RFP or to award a Contract. The receipt by the Corporation of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Broker, or on its behalf) shall not impose any obligations on the Corporation. There is no guarantee that a subsequent RFP will be issued to shortlisted qualifying Brokers.

This EoI is not an agreement to purchase services. The Corporation is not bound to enter into a Contract with any Broker. Responses will be evaluated using the criteria provided herein. The Corporation will be under no obligation to receive further information, whether written or oral, from any Proponent.

4. BROKERS EXPENSES

The Brokers are solely responsible for their own expenses in preparing a response and for any subsequent negotiations with the Corporation. The Corporation will not be liable to any Broker for any claims, whether for costs or damages incurred by the Broker in preparing the response, loss of anticipated profit in connection with any final contract or any other matter whatsoever.

5. LIST OF SHORT LISTED PROPONENTS NOT BINDING

A shortlisted Broker may withdraw its name from the list of shortlisted Brokers by notifying the Corporation in writing. The Corporation may withdraw a name of a shortlisted Broker from the list of shortlisted Brokers by notifying that Broker in writing.

6. MODIFICATION OF TERMS

The Corporation reserves the right to modify the terms of this EoI at any time in its sole discretion. This includes the right to cancel this RFEOI or the subsequent RFP process at any time without entering into a Contract.

7. OWNERSHIP OF RESPONSES

All documents, including Responses, submitted to the Corporation become the property of the Corporation.

8. CONFIDENTIALITY OF INFORMATION

All Brokers and any other person who through this EoI process gain access to confidential financial information of the Corporation are required to keep strictly confidential all information which in any way reveals confidential business, financial or investment details, programmes, strategies or plans, learned through this EoI for subsequent RFP process. This requirement will continue with respect to such information learned by the successful Broker, in any way, over the course of any Contract for service, which may arise out of this EoI process.

Information pertaining to the Corporation obtained by the Broker as a result of participation in this process is confidential and must not be disclosed without written authorization from the Corporation.

9. SPECIAL PROVISION

Brokers who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against the Corporation in connection with any contract for works or service, are ineligible Brokers. Receipt of proposals from such Brokers will be disqualified from the evaluation process.

10. DISCLAIMER

This EoI is **NOT** a call for quotations, invitation to tender or proposal call. No contractual obligations will result from this EoI between the Corporation and any Broker that provides information.

Notwithstanding the Corporation's stated intentions when releasing this EoI, the Corporation reserves the right to:

- i. Cancel this EoI at any time, with or without shortlisting, and with or without issuing an RFP or contract;
- ii. Directly negotiate with one or more Brokers concurrently;
- iii. Enter into a contract with a Broker without issuing a RFP or another type of formal written process;
- iv. Request additional information from one or more Brokers that respond to this EoI.
- v. No Claim for Compensation - no party submitting information shall have any claim for any compensation of any kind whatsoever, as a result of participating in this EoI.

11. DEFINITION OF CONTRACT

Notice in writing to a Broker that it has been identified as a shortlisted Broker will not constitute a contract. Only if a Broker and the Corporation enter into a subsequent full written contract will a Broker acquire any legal or equitable rights or privileges relative to the services.

If a contract was to be awarded, the Corporation's contract will be used.

PART 3

BIDDING TERMS

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QUALIFICATION CRITERIA

9. CONDITIONS UNDER WHICH THE EOI IS ISSUED

- 9.1** This EoI is not an offer and is issued with no commitment. CJIAC reserves the right to withdraw the EoI and change or vary any part thereof at any stage for any reason whatsoever. All individuals or firms who submit an EoI are deemed to have done so expressly subject to this condition. CJIAC also reserves the right to disqualify any qualified Insurance Broker, should it deem it necessary, at any stage and for any reason whatsoever.
- 9.2** CJIAC reserves the right to withdraw this EoI if CJIAC determines that such action is in the best interest of the Corporation.
- 9.3** This Expression of Interest is governed by the laws applying in Guyana. Insurance Brokers must comply with all relevant laws in preparing and lodging its EoI.
- 9.4** Timing and sequence of events resulting from this EoI are provided in Section 1.
- 9.5** Applicants who are found to canvas, influence or attempt to influence in any manner the selection process, including without limitation, by offering bribes or other illegal gratification, shall be liable to immediate disqualification from the process.
- 9.6** Qualified Insurance Brokers shall bear all costs associated with the preparation and submission of the EoI. The Corporation shall not be responsible or liable for those costs.
- 9.7** Any questions or requests for further information or clarification of the Invitation (or any other document issued in connection with the EoI) must be submitted to the contact persons provided in Section 1, in writing, preferably by email.

Any communication by a qualified Insurance Broker to the Corporation will be effective upon receipt by the contact persons as specified in Section 1.

The Corporation restricts the period during which it will accept questions or requests for further information or for clarification as specified in Section 4 and reserves the right not to respond to any question or request, received after the date specified.

9.8 Any complaint about the Invitation or the EoI process must be submitted to the contact persons specified in Section 1 in writing immediately upon the cause of the complaint arising or becoming known to the Registrant. The written complaint statement must set out:

- a)** the basis for the complaint (specifying the issues involved);
- b)** how the subject of the complaint (and the specific issues) affect the person or organization making the complaint;
- c)** any relevant background information; and
- d)** the outcome desired by the person or organization making the complaint.

9.9 If, after an EoI has been submitted, qualified Insurance Brokers become aware of an error in the EoI (excluding clerical errors which would have no bearing on the evaluation of the EoI) the Broker must promptly notify the Corporation of such error.

9.10 A Broker who wishes to withdraw an EoI previously submitted by it must immediately notify the Corporation of that fact in writing. Upon receipt of such notification, CJIAC will cease to consider that EOI.

ACKNOWLEDGEMENT AND UNDERSTANDING OF TERMS

By submitting a proposal, each Insurance Broker shall be deemed to acknowledge that it has carefully read all sections of this EoI and has fully informed itself as to all existing conditions and limitations.

11. EVALUATION OF EXPRESSION OF INTEREST

The Broker's Proposal in the EoI will be evaluated as per the requirements specified in the EoI adopting the qualification criteria spelt out in this EoI. Qualified Brokers are required to submit all required documentation in support of the qualification criteria specified.

12. LANGUAGE OF PROPOSALS

The proposal and all correspondence and documents shall be written in English.

13. ELIGIBILITY CRITERIA

Proposals will be assessed against the following criteria and relative weighting.

Criteria	Maximum
Proponent Company Experience and Qualifications	25
Proponent Team Experience and Qualifications	25
Service	40
Question Responses	10

10.0 RESPONSE FORMAT & CRITERIA

EoI can be downloaded from the CJIAC website or uplifted from the office of the Deputy Head, CEO Secretariat. Upon request to the email addresses provided in Section 1, the EoI can be emailed to interested Brokers. Interested Brokers are expected to examine all instructions, forms, terms, project requirements and other details in the EoI documents.

Failure to furnish complete information as mentioned in the EoI documents or submission of a proposal not substantially responsive to the EoI documents in every respect will be at the Brokers' risk and may result in rejection of a proposal.

Appendix "A" - Company Profile (25%)

- i. Provide details of your firm's commitment to providing service to the Corporation including your firm's qualifications and experience in serving local companies/firms.
- ii. Provide information about your firm's access and leverage with the insurance markets.
- iii. Provide corporate history and business background inclusive of your company's relevant awards, associations, participation or memberships.

Appendix "B" - Employee & Team Profile (25%)

- i. Name, education, certification and qualifications of the staff member proposed to have primary responsibility of managing the Corporation's account.
- ii. Name, education, certification and qualifications of the staff member proposed to have alternate or secondary responsibility of managing Corporation account.
- iii. Provide complete details of the Support Team including, but not limited to, roles, qualifications and experience assigned to support the primary account manager and their alternate.

Appendix "C" - Service (40%)

- i. Describe the claims support you are prepared to offer the Corporation account and describe your firm's ability to assist the Corporation with claims negotiations with insurers.
- ii. Describe your company's service philosophy and provide standard response times for the services described in this EoI.
- iii. Advise what assistance your firm is willing to make available to assist the Corporation in compiling accurate information for the underwriters.
- iv. Describe any special expertise or experience that your firm may have in providing services to the Corporation.

Appendix “D” – Question Responses (10%)

- i. If selected, will your company solicit and provide insurance premium pricing to the Corporation from multiple underwriters and present those competitive quotes to the Corporation? If yes, how many quotes? If no, please explain why.
- ii. If selected, will your company disclose compensation fees from the selected underwriter? If yes, explain what services those fees cover and what they do not. If not, explain why.
- iii. Provide details on how your firm will provide the best value for the Corporation. Include any creative, unique and innovative ideas that have been implemented with other clients that are similar to the Corporation.

PART 4

RESPONSE FORMAT

PRE-QUALIFICATION SUBMISSION FORM

This single page document must be signed, dated and submitted with the Broker Submissions responding to Appendix A, B, C, D

This document is intended to provide information on the capacity, skill and experience of the Broker. It will be used to assist in adjudging the brokers deemed to be most professionally capable in procuring cost effective insurance and effective service to the Cheddi Jagan International Airport Corporation.

Firm Name	Contact Person
Address	Phone
Fax	Email

Broker Submissions shall address all of the following Appendixes and questions posed.

Broker Responses shall be submitted on company letterhead and each page submitted shall reference EOI and the Appendix section it pertains to.

Appendix A

Appendix B

Appendix C

Appendix D

I declare the information on these forms to be true and correct to the best of my knowledge

Signature/ Title

Date